



## OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT	<b>RELEASE DATE:</b>	Thursday, September 10, 2009
<b>POSITION TITLE:</b>	DEPUTY DIVISION CHIEF, FACILITIES DEVELOPMENT DIVISION (LOS ANGELES)	<b>FINAL FILING DATE:</b>	Friday, September 25, 2009
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	08202009_3

### POSITION DESCRIPTION

Under the general direction of the Deputy Director, Facilities Development Division (FDD), the Deputy Division Chief is the general manager responsible for planning, organizing, and directing the work of the Division's Los Angeles office program and staff. The incumbent implements and enforces the Division's policies and procedures and provides top management liaison between the Los Angeles office and the headquarters office in Sacramento. In addition, the Deputy Division Chief participates in upper management planning including fiscal, strategic, long-term, resource needs, recruiting and hiring for the FDD. Formulation, development, and implementation of policies related to enforcement of the Hospital Seismic Safety Act and assisting in the development of rules, regulation and procedures are also functions of this position. Other duties performed by the Deputy Division Chief include meeting and/or conferring with architects, engineers, contractors, hospital and nursing home officials, and other concerning engineering, architectural and construction issues regarding health care construction and alteration, and representing the Division in meetings and conferences with outside architectural and engineering firms, professional organizations, construction and other industry associations, State and other public agencies.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience

which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

In appraising experience, weight will be given to the following qualifications, as well as possession of the aforementioned minimum qualifications:

1. Advanced degree and/or professional license to practice in fields of architecture or engineering.
2. Knowledge and experience in health facility design, fire and life safety, structural review, construction inspection, and architectural/engineering functions.
3. Demonstrated strong management and administrative leadership skills, including the ability to facilitate the establishment of priorities, to provide direction, to build an effective team and to be a productive member of the strategic management team.
4. Knowledge and experience in managing, directing, and evaluating staff engaged in health facility design, fire and life safety, structural review, construction inspection, and architectural/engineering programs.
5. Familiarity with current health policy trends and issues.
6. Ability to develop cooperative working relationships with the public and representatives of governmental entities with emphasis on the executive level.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **DEPUTY DIVISION CHIEF, FACILITIES DEVELOPMENT DIVISION (LOS ANGELES)**, with the **OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination process may consist of two phases. Phase One - using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience as stated on their applications, resume, and Statement of Qualifications. Phase Two - a Qualifications Appraisal Interview, which may include structured job related questions and/or a written exercise. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview.

### **FILING INSTRUCTIONS**

Resumes do not take the place of the Statement of Qualifications. Applications submitted without a Statement of Qualifications will be eliminated from the examination process.

All materials must be received by the Examination Unit by the final filing date. Applications postmarked, personally delivered, faxed or received via interoffice mail after 5:00 pm on the final filing date of September 25, 2009 will not be accepted.

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- A resume with references.

**Applications must be submitted by the final filing date to:**

OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT, Human Resources  
Services Office  
400 R Street, Suite 359, Sacramento, CA 95811-6213  
Mike Sexton | 916-326-3272 | msexton@oshpd.ca.gov

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>